CITY OF SALINAS

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT MANAGER

BARGAINING UNIT/CLASS CODE:
AMPS / 15.5423.0001

DEFINITION

Manage all functions related to the City of Salinas NPDES permit (Stormwater) program and other engineering related activities, including the planning, development, analysis, coordination, implementation, and administration of stormwater quality control programs in compliance with established federal and state regulatory standards and current City of Salinas NPDES permit requirements. Provide leadership and guidance to City staff on the implementation of stormwater pollution prevention policies and procedures to ensure City-wide NPDES permit compliance.

DISTINGUISHING CHARACTERISTICS

This is a single professional classification characterized by the responsibility to provide administrative assistance to the Senior Civil Engineer in the Energy, Water and Solid Waste Division of the Public Works Department and/or designees in NPDES permit compliance and related activities.

SUPERVISION RECEIVED AND EXERCISED

Received general direction from the Senior Civil Engineer in the Energy, Water and Solid Waste Division of the Public Works Department. May exercise indirect and/or direct project supervision over professional, technical and clerical personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION

Duties may include, but are not limited to the following:

Plans, organizes, directs and coordinates NPDES permit program compliance implementation activities. Assists the department in defining work goals and objectives for NPDES permit program compliance planning. Provides technical assistance to the Senior Civil Engineer in the Water, Waste and Energy Division, and designated staff, City Manager, City Council, and appropriate City Commissions, Boards, and Committees. Develops and administers the City's NPDES permit compliance program, to include the identification, evaluation and promotion of stormwater quality protection and reuse measures and devices. negotiates, develops, and administers contractual agreements relating to NPDES permit compliance program issues. Develops and conducts promotions and educational/public information programs for increasing utilization of stormwater quality and reuse techniques and equipment; conducts workshops and seminars; develops and oversees production of marketing and educational materials, and media releases; and maintains and distributes materials. Directs and coordinates special studies; prepares and maintains comprehensive program performance reports and other related reports and findings. Coordinates, reviews and participates in the work of professional and technical employees in data collection, analysis, plan formulation, and implementation of a variety of NPDES permit compliance program activities. Develops and monitors environmental mitigation measures for impacts to stormwater quality, quantity and pollution prevention.

Represents the department at public hearings on NPDES permit compliance program matters, responds to public concerns and inquiries, and organizes public meetings to obtain input. Serves as the local resource and central point of contact for compliance reporting to regulatory agencies (e.g., U.S. Environmental Protection Agency and Regional Water Quality Control Board). Prepares and coordinates assembly of the Annual Report with assistance from City staff. Serves as the City of Salinas liaison with regional, state, and federal agencies regarding the status of water quality projects and regulatory compliance; addresses NPDES program-related conflicts between agencies, organizations, and the public. Attends, participates in, and represents the City of Salinas with regional professional groups and associations such as California Association of Stormwater Quality Agencies (CASQA), etc. Provides technical expertise and project administration for those stormwater-related activities required to meet state and federal regulatory requirements, including the development of standards, policies, and ordinances.
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Explains environmental regulations, municipal codes, ordinances, pollution prevention plans and policies related to pollution prevention to other public agencies, private businesses, industrial site managers, agents of schools and the general public. Investigates NPDES program-related complaints and provides environmental compliance advice related to stormwater problems. Establishes protocols and guidelines for records maintenance; monitors record keeping activities and the maintenance of inspection files, records and logs. May be required to perform field reconnaissance as required including site inspections, consultant coordination and City staff coordination and guidance. Performs enforcement duties related to stormwater quality and quantity ordinances. Responds to requests for information or assistance from citizens and businesses. Locates potential funding sources, including grants; prepares and follows grant and other funding applications, and administers and monitors expenditure of approved funds. Interprets and analyzes legislative proposal and activities. Supervises, trains and evaluates technical and clerical staff, as assigned. Manages NPDES Permit compliance program budget preparation and administration. Assists with website maintenance to publicize and promote stormwater related educational programs. Makes oral and written presentations to various agency boards and the general public related to stormwater pollution prevention projects and programs. Promotes and maintains safety in the workplace. Performs related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs.; physical stamina sufficient to sit for prolonged periods of time, mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally includes driving to job sites, training and out-of-office meetings. May work irregular hours including evenings and weekends.

QUALIFICATIONS

Knowledge of:

Principles, practices, and application of stormwater NPDES permit program management, program budget development, administration process, and principals and techniques of public speaking. Applicable Federal, State and Local water quality laws, codes, ordinances, rules, and regulations. Municipal stormwater program principles, elements and available resources. Non-structural and structural best management practices for pollution prevention and control technologies and techniques. Recent developments, current literature, and informational sources in the field of Phase 1 NPDES stormwater program compliance. Total Maximum Daily Load monitoring requirements. City and County policies and programs related to stormwater pollution prevention. Grant and contract administration and negotiation techniques. Research methods and procedures; mathematics and statistics. Principles and practices of public information services. Written, oral and graphic presentation techniques. Group persuasion principles and practices. Operation of personal computers with proficiency using word processing and spreadsheet programs.
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Ability to:

Manage complex Phase 1 NPDES Stormwater permit compliance program. Identify and resolve complex organizational, procedural, and technical problems. Correctly research, interpret, analyze, explain and apply governmental policies, procedures, laws, and regulations. Project, prepare, and oversee specific project budgets. Provide technical expertise to planning and field staff from other departments and agencies for project construction, maintenance, and monitoring. Interpret and apply complex state and federal regulations, codes and standards. Effectively represent the City’s interest at public meetings related to stormwater prevention programs. Interact cooperatively, tactfully and effectively with the public, industrial and commercial company officials, other agencies and fellow employees. Prepare concise, comprehensive and accurate written reports and correspondence. Negotiate, develop and administer consultant services contracts. Establish and maintain effective working relationships with City staff, public agencies, utilities, regional agencies and the general public. Coordinate division activities with other divisions, departments, agencies, the general public. Communicate clearly and concisely, orally and in writing. Effectively organize tasks, plan time, and meet deadlines. Train, supervise and evaluate subordinates. Exercise discretion and independent judgment. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California Driver's License. Possession of a Qualified Stormwater Developer/Practitioner (QSD/QSP) certification from the State of California within six (6) months of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the required knowledge, skills and abilities would be any combination equivalent to a Bachelor’s degree from an accredited college or university with major course work in Chemical Engineering, Environmental Engineering, Water Resources Planning, Civil Engineering or a closely related field; and five (5) years of progressively responsible work experience in NPDES Stormwater permit program compliance management; three of which must be at the professional level and include at least one year of supervisory experience.

Reviewed ________________________ Approved ________________________
Department Director Human Resources Officer

Approval Date 9/23/16

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